

DEPARTMENT OF WORKFORCE DEVELOPMENT  
DIVISION OF WORKFORCE SOLUTIONS  
ADMINISTRATOR'S MEMO SERIES

☒ ACTION 05-28  
☐ NOTICE

ISSUE DATE: 12/21/2005  
DISPOSAL DATE: 12/31/2009

\*PROGRAM CATEGORIES:

<input type="checkbox"/> AS	<input checked="" type="checkbox"/> FM	<input type="checkbox"/> ML	<input type="checkbox"/> TR
<input type="checkbox"/> CC	<input type="checkbox"/> FL	<input type="checkbox"/> NA	<input type="checkbox"/> W-2
<input type="checkbox"/> CS	<input type="checkbox"/> IT	<input type="checkbox"/> RA	<input type="checkbox"/> WIA
<input type="checkbox"/> CF	<input type="checkbox"/> JC	<input type="checkbox"/> TC	
<input type="checkbox"/> CR	<input type="checkbox"/> LM	<input type="checkbox"/> TA	

**To:** County Departments of Human Service Directors  
County Departments of Social Service Directors  
W-2 Agency Directors  
Tribal Chairpersons/Human Service Facilitators W-2 Contract Agencies

**From:** Bill Clingan /s/  
Division Administrator

**RE: Local Personnel Master File (LPMF) System**

**PURPOSE:** This Administrator's Memo announces a plan to transition counties from the use of the Local Personnel Master File (LPMF) and assists counties in converting to an alternative system for contracts beginning January 1, 2006. The preference is that all counties convert for all grant activity beginning January 1, 2006. If that conversion can be accomplished, LPMF will be discontinued after the 2005 grants are closed out.

This memo also provides information on where to find sample spreadsheets currently used by some counties in lieu of LPMF and plans for a teleconference where the transition to spreadsheets will be explained.

**BACKGROUND:** LPMF was created as a mainframe-based allocation system, and it was required to be used by counties until 2003, when Random Moment Sampling (RMS) was implemented. Prior to 2003, the LPMF system was required to allocate Agency Management Support and Overhead (AMSO) costs for Income Maintenance, W-2 and Social Services programs. With the implementation of RMS, the Department of Workforce Development (DWD) and the Department of Health and Family Services (DHFS) no longer required LPMF for determining AMSO costs for Income Maintenance and W-2 programs or for roster information. LPMF has remained available to counties,

---

\* PROGRAM CATEGORIES:

AS--Apprenticeship Standards	FM--Financial Management Requirements	ML--Migrant Labor	TR--Transportation
CC--Child Care	FL--Foreign Labor Certification	NA--Native American Services	W-2--Wisconsin Works
CS--Child Support	IT--IT Systems	RA--Refugee Assistance	WIA--Workforce Investment Act
CF--Children First	JC--Job Center	TC--Tax Credit Programs	
CR--Civil Rights	LM--Labor Market Information	TA--Trade Assistance	

but DWD no longer supports or maintains it. DWD and DHFS plan to discontinue LPMF since it is no longer being maintained, uses obsolete technology, and there are alternate, less expensive methods of obtaining this information.

As discussed in 2003 with the RMS DWD/DHFS/County Workgroup dealing with RMS implementation issues, DWD and DHFS do not want counties to be using a system which may no longer be accurate. The counties asked the state to continue LPMF. DWD agreed to continue it, but indicated that the counties would be surveyed to determine how many were still using LPMF and if there were other counties who had developed their own alternate methods for allocating AMSO and would be willing to share their spreadsheets.

The January 2005 survey results showed that many counties are no longer using LPMF and that alternate methodologies were available that counties still using LPMF could adopt. Of those counties who responded, 30 counties were still using LPMF, 24 were no longer using LPMF and of those, ten were willing to share their methodologies and spreadsheets.

To assist those counties who need to develop replacement AMSO procedures, we are:

- Placing a sampling of 3 county spreadsheets on the DWD RMS Website [dwd.wisconsin.gov/DWS/bds/rms.htm](http://dwd.wisconsin.gov/DWS/bds/rms.htm). These spreadsheets are available for downloading and customizing to a county's particular needs.
- Offering a training session on these spreadsheet methods in lieu of LPMF. A one/half hour teleconference is scheduled for Tuesday, January 10, 2006 at 10:00 AM. Pre-registration will be through CAMPUS.

The state is not endorsing any particular spreadsheet or methods in lieu of LPMF. Counties may use any allowable method to internally allocate costs as long as the method complies with the cost allocation policy guidelines. The state does not have to approve the method chosen by the county.

Although LPMF will remain available for counties to use to close out their 2005 grants, we prefer that LPMF not be used for any contract activity after January 1, 2006. In the interim, those counties using LPMF information should be very careful because updates to LPMF may not have been processed accurately.

**POLICY:** Counties are required to convert from LPMF to an alternative method of determining AMSO. Counties may use any allowable method to internally allocate costs as long as the method complies with the cost allocation policy guidelines. The state does not have to approve the method chosen by the county.

If the conversion is accomplished for contracts beginning January 1, 2006, LPMF will be discontinued after the 2005 contracts are closed out.

**ACTION SUMMARY STATEMENT:** Counties still using LPMF to allocate AMSO costs need to assess the use of a replacement AMSO method for contract/grant activity

effective January 1, 2006. Counties need to have the conversion done by the due date of the January reports (February 25, 2006). Counties may request a copy of their current employee roster in LPMF to assist in this effort.

Counties may also attend an optional teleconference scheduled as follows:

*Tuesday, January 10, 2006*  
*10:00 AM*

Individuals who have registered will be provided with the telephone number and pass code.

The session will be used walk through use of an alternate spreadsheet. Sample alternative spreadsheets are available for download at DWD RMS Website [dwd.wisconsin.gov/DWS/bds/rms.htm](http://dwd.wisconsin.gov/DWS/bds/rms.htm).

**CONTACT:** If you have any further questions, need to order a download of your employee roster or want information on alternative methodologies, please contact Nancy Eilks at E-mail: [nancy.eilks@dwd.state.wi.us](mailto:nancy.eilks@dwd.state.wi.us) 608-267-2985.